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Library Trustees Minutes 04-10-2001

Robbins Library Board of Trustees, April 10, 2001

Call to order

The meeting was called to order at 7:30 PM. Attending were trustees David Castiglioni, Patricia Deal, Katharine Lawrence, Barbara Muldoon, Frank Murphy and Susan Ruderman. Joyce Radochia was absent. Also attending were library director Maryellen Loud and assistant director Cindy Diminture. The board welcomed new member Frank Murphy.

Approval of minutes

The following amendments were made to the March minutes : 1. Under the Director's report paragraph, the second sentence should read "The trustees were asked to appropriate and voted to approve \$2100 for this work." 2. In the section on FY2002 budget requests, a dollar sign should precede 1.6 million, to maintain uniformity. The amended March minutes were approved on a motion by Ms. Lawrence ; seconded by Mr. Murphy. Clarification of the February minutes: **All** donors of \$500 and above will receive a certificate. Ms. Ruderman volunteered to carry this out.

Communications

1. A request was received from Jeff Quigley to conduct a children's book drive for the Franciscan Children's Hospital as an Eagle Scout project. The trustees agreed not to set a precedent for collections at the Robbins, but suggested that he pursue a drive at the Fox Library and community center. Ms. Ruderman also suggested that he look into a partnership with Starbucks, which collects books as a community service. 2. Ms. Lawrence passed along compliments from a friend regarding the staff at the Reference Desk. This patron said that the staff members are helpful and pleasant and provide consistently excellent service. 3. Ms. Loud distributed a draft of a press release to the Arlington Advocate regarding the design of the new library logo. Ms. Ruderman suggested adding some quotes from Karen Roehr, the logo designer. Additional suggestions were to make the first sentence more exciting and to break the second paragraph into two separate ones. Ms. Ruderman thought that the press release should be sent to the newsletter for the Massachusetts Library Trustee Association.

Author program

Ms. Deal thanked everyone for assistance with the Dick Lehr program. The event was very well received. However, a small number of books were sold because many participants brought their own copies for autographing. A thank-you note and an honorarium check for \$500 will be sent to Mr. Lehr. The group talked about possible authors for the fall program. Ellen Wendruff, a reference librarian, had corresponded with Bill Bryson. Many staff members have read his books and recommend him. Ms. Loud will ask Ms. Wendruff to inquire about the possibility of his speaking here. Other names mentioned were Ruth Foster, the Boston Globe gardening columnist and Cynthia Peale (Nancy Zaroulis), who missed the mystery panel but expressed interest in coming here in the future. Ms. Ruderman mentioned that she had located an electronic list of authors who were born in Arlington, MA and thought this might be an interesting basis for a program.

Trust fund budget report

One area underspent is staff development. Ms. Loud mentioned that she has been exploring in-house workshops for staff, such as the Myers-Briggs analysis or "personality types" workshop. Some staff are also planning to attend the upcoming conference of the Massachusetts Library Association. Most funds in the YA Services category have been earmarked if not spent. Some money is for the summer reading program. Most of the sub-categories of the Robbins Print fund have money remaining. Circulating prints will be purchased soon. Municipal budget funds for bindery are being spent first. Then trust funds will be used.

RIF

The Children's Department staff has requested that we no longer participate in the RIF program. The revised guidelines were difficult to carry out for the library and the schools. Another type of book giveaway was suggested. Much discussion took place on this issue. Ms. Ruderman made a motion ; amended by Ms. Muldoon ; seconded by Mr. Castiglioni to continue the program for one more year. School department personnel would administer this transitional year program with reporting to Marianne Uttam.

Russell Fund budget

The programs and performers categories are almost spent. The baby bundles, Kindergarten kits and materials categories still have funds left. Mr. Castiglioni will find out how much income the fund is expected to generate for next year. It was agreed that \$30,000 would be a safe amount for staff to use for planning purposes.

Evaluation of progress on meeting trustee goals

2A. The crumbling patio wall project has been awarded and work will be done in the spring. When this project is completed, the front doors will eventually be replaced, with the remaining Building Fund monies. 3D. A question was raised about placing donors to the fundraising campaigns on the mailing list for the Friends of the Library. The issue will be discussed with the Friends' Board of Directors. 5E. With the addition of Frank Murphy, full board membership has now been achieved.

Space planner

Ms. Loud and Ms. Ruderman met with Kathleen Vick, a space planner. Ms. Vick then sent an e-mail message with recommendations. Ms. Loud has also arranged a meeting with Melissa Bennett, an architect who did the re-design of the Boston Public Library Children's Room. Patience Jackson at the Board of Library Commissioners recommended her. Ms. Loud will report back at the next trustee meeting.

Annual report

Ms. Loud showed the trustees a draft of the annual report in large and small layouts. Costs for printing were also presented. Changes in wording and syntax were suggested. Mr. Murphy thought that the statistics for a previous year should be presented next to those for 2000, with comparison percentages. Ms. Loud suggested 1995 as it was the first full year of operation after the building project was completed. The consensus of the board was to print the report in the smaller format in two colors. The report will likely need editing to fit the smaller layout. Ms. Muldoon made a motion ; seconded by Ms. Ruderman to increase the public relations budget by \$131 from \$300 to \$431 to cover the cost of printing. Passed unanimously.

Fiscal Year 2002 budget

The finance committee took the following actions regarding the library budget : 1. The requested increase of \$3,700 in the overtime/moonlighter budget was reduced to \$1,800. 2. A request for \$5,265 for additional page hours was deleted. 3. The request for an increase of \$17,289 for utilities was reduced to \$7,000. All town utilities budgets were similarly reduced. Personnel raises are included in a separate line item.

Robbins Print collection

The trustees affirmed their current approach to the print collection, which is as follows: 1. Retain the collection of cataloged prints. These would be used in periodic displays at the library. 2. Long-term loan of some of the uncataloged prints to art schools or museums. 3. Protection in climate-controlled storage for the remainder of the collection. The trustees agreed that patrons should be able to view the prints on an appointment basis, with archival controls and supervision.

Other

Ms. Loud requested that the trustees allocate \$1,570 from the furnishings budget to purchase a paperback rack. The purchase was approved on a motion by Ms. Ruderman ; seconded by Mr. Murphy.

Adjournment

The meeting was adjourned at 10:35 PM. The next meeting will be held at 7:30 PM on Thursday, May 10, 2001.

Respectfully submitted,

Cynthia Diminture